AMERICORPS' ON-LINE RECRUITMENT AND PLACEMENT SYSTEM (AC*RPS)

Operating Procedures for AmeriCorps Programs

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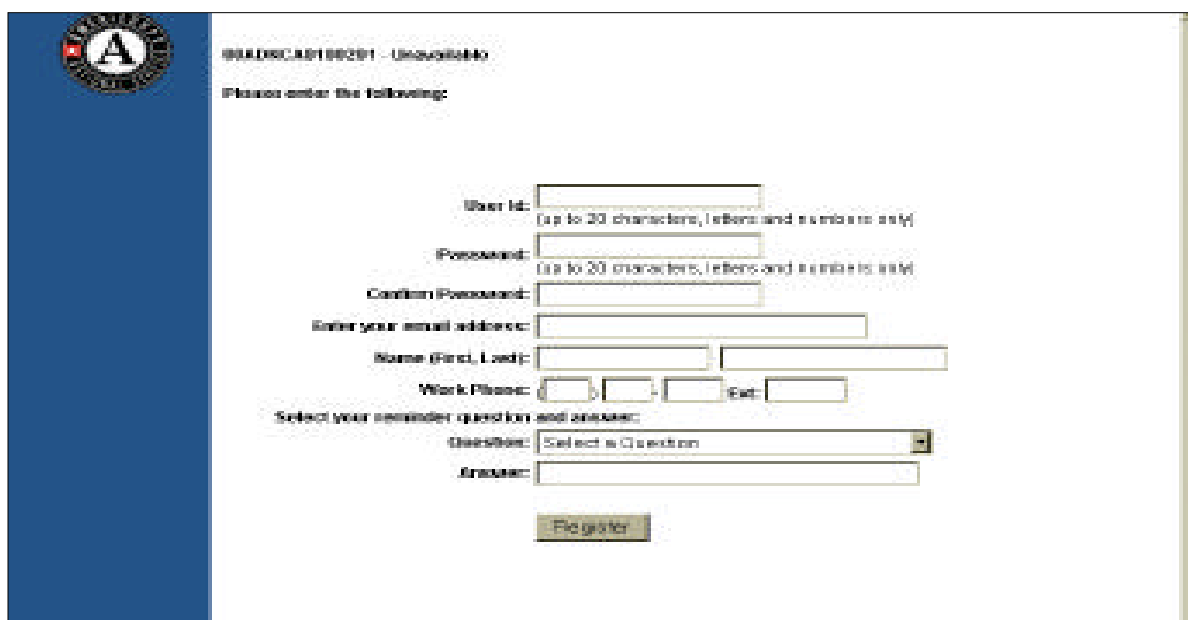
1. How do I log in and register as a user on AC*RPS?

If you are the first person from your program to register, then go to the web and visit this site: www.americorps.org, Click on **"Resources for Programs",** and then click on **"Register"**, which will take you to this screen:

Enter either your 14-digit program code (for all AmeriCorps programs other than VISTA) or 8-digit program code (for AmeriCorps*VISTA projects) and press enter. **You must have a valid program code in order to register in *AC*RPS*.** If you don't know your AmeriCorps program code number, or if you are having difficulty following these instructions, please contact your cluster Recruitment Program Specialist or the System Administrator for help. A listing of these individuals with their contact information is at the end of this document.

After you click on the enter button in the Program/Project Registration screen you will see the following screen:

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Enter the information requested in the above screen. Then click on the "Register" button. You should immediately receive a message like the example below:

> ### Registration Confirmation
> User **admintraining** has been successfully created for **00ADNCA0000000**. Thank you for registering with AmeriCorps On-line Recruitment System.
> Now you can use your userID to logon to the AmeriCorps On-line Recruitment Site.

You are now a registered user. Click: AmeriCorps On-line Recruitment Site. It takes you to *AC*RPS'* home page. You will the following screen.

On the bottom left side of this page, under the heading "Registered Users," enter your user ID and password. Now click on the "Log In" button.

The "Log In" button sends you to a screen which identifies your program and gives you four options:

Sample: Welcome "User Name"

> *Please select one of the following activities:*
> - *Enter a __New Program Listing__ or new opportunity, separate from your current listing*
> - *__Find Prospects__ by searching the interest profile database of prospective applicants based on criteria you identify.*
> - *Review and __select applicants__ to your program, e-mail applicants, and make decisions on applications.*
>
> *To change your password, __click here.__*
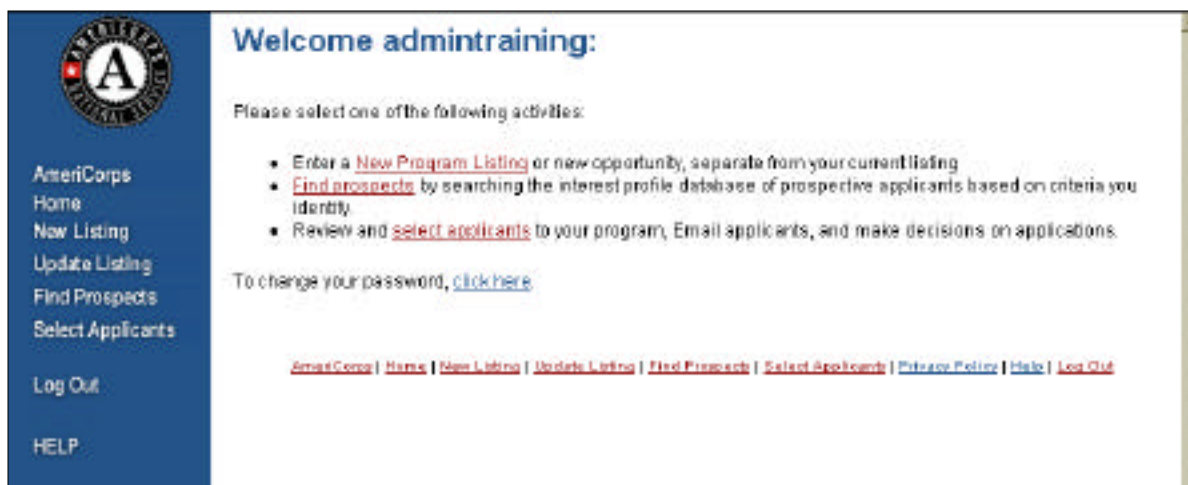
2. How does a new person register on AC*RPS?

For a new user (replacing an employee who left your program): Send an e-mail message to the System Administrator at admin@americorps.org. Indicate "Registration change" on the subject line. The body of the email should contain the following:

> Please change the registration for:
>
> PROGRAM CODE: _____
>
> PROGRAM NAME: _____
>
> OLD USER ID: _____
>
> NEW USER ID: _____
>
> NEW USER NAME: (First) _____ (Last) _____
>
> OFFICE PHONE NO._____
>
> USER EMAIL ADDRESS: _____

Once the System Administration gets this information, the old user ID will be deleted from the system and the new user ID will be enabled.

3. Can a project have more than one user?

Yes. To add additional users, please send an e-mail message to the System Administrator at admin@americorps.org. Indicate "Additional users" on the subject line. The body of the email should contain the following:

Please add the following user(s) to the registration for:

PROGRAM CODE: _____

PROGRAM NAME: _____

NEW USER ID: _____

NEW USER NAME: (First) _____ (Last) _____

OFFICE PHONE NO._____

USER EMAIL ADDRESS: _____

The System Administrator will provide a temporary password for new and additional users that should be changed after the user's first login.

4. Forget Your Password?

Users registered prior to April 9, 2002, will be prompted to select a reminder question. New users will be required to select a reminder question upon registering. When a user forgets his or her password, they can click on "Forgot Your Password"; enter their user ID; answer the question and provide an email address. AC*RPS send the password to the email address entered.

5. How do I create a program listing?

If you are creating a listing for the first time, click on the "New Listing" button.   You will see the screen below.

Provide the information requested on the screen. We hope that the data fields within the screen are self-explanatory. If not, click on the "HELP" button at the left of the screen.

6. How much time do I have to enter my program listing?

Each time the user clicks New Program Listing, AC*RPS will display the following message:

> *"You have 40 minutes to complete this form. If you don't save within that time, your information will be lost. The browser status bar at the bottom will tell you how much time you have left."*

You may click the "Save Program" button to reset the 40-minute clock at any time.

When you save your program listing information for the first time, you will see that a program listing ID is assigned to this listing. The ID consists of your program code number followed by a dash and another number. Your first listing will be "- 0". A second program listing would be indicated by "- 1," a third listing by "- 2," etc.

It is important that you keep a record of your program listing numbers. You'll use these numbers when you want to edit this information at a later date.

Again, contact your cluster Recruitment Program Specialist if you need help on how to complete this page, or if you have questions about how to effectively present program information.

You need to **enter complete and accurate program data in *AC*RPS*.** Multi-site programs may enter information about each site separately or may indicate all sites within one listing. You must use multiple listings if you are requesting applicants for more than one type of AmeriCorps program (for example, your organization supports both AmeriCorps*VISTA and AmeriCorps*State members). You also need separate listings for both full-time and part-time members. You may wish to use multiple listings for other reasons.

7. How can I update program information once it is listed on AC*RPS?

You can update your program listing as often as necessary but we recommend at least once a quarter. Click the "Update Listing" button on the Program user page. A link to each of your program listings is displayed. Click the link to the listing that you wish to update.

You may want to change your listing to accommodate the following situations:

- multi-site programs, which originally entered program information for each site, may later choose to merge multiple listings into one entry, or vice versa

- program information (such as start-date for member positions, timeframe for accepting applications, staff contact, etc.) has changed; all pertinent program changes should be updated in *AC*RPS*.

Please note that if your program information is not updated within a 90-day time period, your cluster Recruitment Program Specialist may contact you. You will also receive an e-mail reminder message asking you to update your program information.

8. How can I find potential AmeriCorps members for my program?

AC*RPS not only helps applicants will find you, but you can do your own searching. After you log in, click the "Find Prospects" button. You will see page that lists a number of criteria to search *AC*RPS'* Interest Profile Database. This database contains information about AmeriCorps candidates who have given their permission to be contacted by AmeriCorps programs.

By designating specific applicant criteria and clicking the "Find Prospects" button at the bottom of the page, you'll be provided with a list of candidates who meet the criteria you selected. Not only can you sort using area of interest; skills; language and education, prospects can now be sorted by their state preference **or** state of residence (or home state); area code, zip code. You can increase your pool of candidates by being less restrictive on the criteria you require. After your search result is displayed, a text file can be generated. Simply press the *"Generate Text File"* button.

To generate a text file of prospects:

1. Select your criteria. After your search result is displayed, a text file can be generated.
2. Press the *"Generate Text File"* button.
3. Once the file is displayed, click, Save as. Enter a filename and change the file type to .txt. Save.
4. To open the file using Excel. Open Excel
5. Open the file. The Import Wizard will appear.
6. (Wizard Step 1) Excel determines the data type. In most cases, it will be delimited. Click Next.
7. (Wizard Step 2) Check ✓ *"Other"* and enter the vertical line in the box (Shift **|** \ key). Click Next
8. (Wizard Step 3) Select *"General"* as the column format

9. You're finished! Excel will display a worksheet with the following information: first and last name, address, city, state, zip code, country, availability date, daytime phone, extension, evening phone and email address. You are set to create labels or send emails. Remember to save your new Excel document.

9. How will I know if someone has used AC*RPS to apply to my program?

The e-mail address designated by your in your program listing as the contact point will receive an e-mail message when someone has electronically applied to your program. This message will contain the applicant's name, application ID number and a link to the Recruitment Site.

SAMPLE e-mail message:

> *"Applicant Name" has submitted an application to your program. To access it, refer to Application Number MB995095647 at*
>
> *AmeriCorps On-line Recruitment Site. Please remember that many applicants apply for more than one program, so competition for these applicants might be keen. All applicants should receive a response from you within 10 days.*
>
> ***This message was automatically generated by the AmeriCorps On-line Recruitment System. Please do not reply to the sender.***

When an applicant submits an application to one or more AmeriCorps programs the individual receives a confirmation message from AC*RPS like the example below:

> **Application Confirmation**
> *Thanks for applying for AmeriCorps. Your application has been submitted to the program(s) you selected, and your application number is **SS123456789**. Keep this application number in your records, as it will be the easiest method of tracking your application.*
>
> *You should hear from the program(s) within 2-3 weeks. Most AmeriCorps programs have very small staffs, so thanks for your understanding and patience as the program officials work hard to balance the daily workload of managing a program with recruitment for the next members. If you have questions about your application or the program(s) or if there is a change in your application or availability, please contact the program(s) directly:*

Program Name	Contact Name	Contact Phone	Contact EMail
Safety Service Corps	*Edward Smith*	*(514)912-9002*	*esmith@erols.com*
Community Corps	*Linda Jones*	*(613) 123-4112*	*communitycorps@yahoo.com*

Print out this form for your records, as it contains all program contacts. Good luck!

10. What are my responsibilities when someone uses AC*RPS to apply to my program?

AC*RPS is a competitive process. Applicants can choose to apply to up to a maximum of ten programs at one time. **It is to your advantage to contact potential AmeriCorps members ASAP. Other AmeriCorps programs may also be interested in the same applicant.**

You must Log In to *AC*RPS* and click "Select Applicants" to see a list of submitted applications. You can view all applications submitted to your program or you can view only those applications which meet your criteria.

Applications can be sorted by status only or by status and a date range. The User is required to enter an application status. The date range is optional. Enter the status of the applications you want to see and/or the

date range. The results displayed are an application link, project id of the program the individual applied to and the date. The application list may be filtered by any of the statuses listed below.

Once a decision is made regarding an application, be sure to change his or her status. *AC*RPS* automatically sends an email to applicants each time their application status changes.

Selected applicants must go back on line to the program selections page of his or her application and click on the accept button. At that point, other programs to which the applicant may have applied may not select the individual. Be sure to get a signed copy of the certification page from the selected applicant.

11. What are the statuses?

- All Statuses – For all applications who submit an application to your program
- Accepted – For all applicants who accept the AmeriCorps opportunity.
- Accepted to other program – For all applicants who have accepted an opportunity with another program.
- Approved – For <u>AmeriCorps*VISTA</u> applicants who have been approved by the CNCS state office.
- Interviewed – For all applicants who have been interviewed by the program
- Rejected – For all applicants who have not been selected by program
- Rejected by state – For <u>AmeriCorps*VISTA</u> applicants who have been disapproved by the CNCS state office.
- Selected – For all applicants who have been selected by program
- Submitted – For all applicants who have submitted their application
- Under review – For all applicants whose applications have been reviewed by program
- Wait-Listed – For all applicants who are on the waiting list.

12. How do I collect references?

A Reference form is emailed to the individuals listed on the application. After the form is completed, it becomes a part of the application and is invisible and inaccessible to the applicant. Applicants can apply to projects before the forms are completed.

Project users can view applications even if completed reference forms have not been submitted. However, once the reference form has been completed it will become available for review.   When a project user accesses a completed reference form, they will see the reference contact information as well as the applicant assessment. If the form has not been completed, the contact information along with following message is displayed: *"At this time, the online reference information is not available for this applicant."*

Applicants will only be allowed to change their references if they, (the references) are unresponsive. Thus, an applicant who believes that they may have received an unsatisfactory reference will not be able to delete that reference and shop around for one that may give them a favorable reference.

13. Added Steps for AmeriCorps*VISTA programs

Please note that with the start of *AC*RPS*, the Corporation for National and Community Service no longer pre-screens or reviews any AmeriCorps*VISTA applications.

If you want an applicant for your program, you need to select the application as noted above. The applicant also must go online to accept. You should also send interview documentation and a completed Sponsor Evaluation Form to your State Office for review and approval. The State Office will use *AC*RPS* to approve or disapprove your selection. The approval status will be visible to both the program and the applicant on the program selection page of the application.

Questions or problems? Contact your cluster Recruitment Program Specialist

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